

II. ADMINISTRATIVE SECTION
100. Progress Reports

101. General Information

Progress Reports are required semi-annually for all *RNN* contracts and should describe progress made in completing contract deliverables, problems encountered, and solutions proposed.

102. Progress Report Due Dates

Progress Reports will be due semi-annually on the following dates for the report periods indicated below.

<u>Period</u>	<u>Due Date</u>
January 1, 2005 –September 30, 2005	10/31/2005
October 1, 2005 – March 31, 2006	04/30/2006
April 1, 2006 – September 30, 2006	10/31/2006
October 1, 2006 – March 31, 2007	04/30/2007
April 1, 2007 – September 30, 2007	10/31/2007**

If complete and accurate progress reports are not received by the assigned CPNS Contract Manager by the due dates indicated above, payment of invoices may be suspended until the reports are received.

** The Semi-Annual Progress Report due 10/31/2007 will also be considered the Final Progress Report for the entire contract term. No additional Final Progress Report is required.

103. Progress Report Components

Semi-Annual Progress Reports will consist of the following components:

- A. SAAR (Semi-Annual Activity Report) – see Forms Section, Attachment 6 for form and instructions.
- Please Note—For the first reporting period due 10/31/2005 two separate SAARs must be completed, one for the period January 1, 2005 - March 31, 2005, and one for the period April 1, 2005 - September 30, 2005. Both should be submitted with the Semi-Annual Progress Report due on 10/31/05.

- B. Activity Tracking Forms – see Forms Section, Attachment 7 for form and instructions.
- C. Scope of Work (SOW) Progress Report Form - Each *RNN* Contractor will receive an individualized, approved SOW Progress Report Form. Using this approved SOW Progress Report Form, indicate the status of each planned activity (completed, in progress, or delayed) and a brief comment explaining the status (see Forms Section, Attachment 8 for a sample of a completed form). This form will be cumulative and reflect all progress made for all reporting periods on one form.
- D. Narrative – A Narrative report consisting of no more than 4 pages for Cores 1 and 2 and no more than 3 pages for each campaign/program which discusses the following progress as it relates to the appropriate Cores in the region.

Core 1 and 2 (limit to 4 pages)

1. Describe the main successes in the areas of training, communication with partners, targeted media work/PR efforts and any additional Core 1 and Core 2 activities in your region.
2. Describe any challenges the region has faced with implementing Core 1 and 2 activities. In addition, discuss any identified technical assistance that may be needed.
3. Describe the “synergy” (i.e. breakthroughs in thinking and action to achieve greater advantage¹) that has resulted from your communication and information sharing, networking/coordination and training with LIA agencies, *Network Campaigns/Programs*, Special Projects, Regional Collaborative and other partners. What accomplishments and new opportunities have resulted from this synergy?

¹ As defined by the *Center for the Advancement of Collaborative Strategies in Health* (<http://www.cacsh.org>)

4. Describe the RNN's and Regional Collaborative's nutrition education initiative(s) efforts to educate and empower the FSNE population to promote healthy community changes. Where applicable, briefly describe how the regional targeted *Network Campaigns/Programs* assisted in the initiative(s). Note briefly how the nutrition education initiative(s) fits into the region's overarching mission and objectives. Please highlight any unique new partnerships or members, as well as new opportunities resulting from the Collaborative's collective efforts.
5. Please provide any additional comments you feel are pertinent to CPNS' understanding of your accomplishments with respect to the satisfaction of the objectives.

Core 3 – Individual Campaigns/Programs (limit to 3 pages for each)

1. Provide an overview of efforts by channel relevant to each *Campaign/Program* (e.g. schools, community youth organizations, community based organizations/direct health service providers, farmers'/flea markets, festivals, media and public relations, retail [supermarkets], worksites and food service/restaurants). Where applicable, discuss how activities from each are integrated with Regional Network objectives. Also include relevant activities from the "Other Channel" if appropriate for your region.
2. Describe your efforts to promote environmental changes that support the direct nutrition education efforts targeting FSNE-eligible adults and children in your region. Describe the resources and technical assistance provided to partners and the target audience. Share any environmental changes that were implemented by others in connection with your technical assistance.
3. Describe the networking, information exchange, and connections occurring among the organizations participating in all *Campaigns/Programs* and partnership development in the region. Include the role that your organization plays and the methods used to facilitate communication and partnerships. Highlight any distinctive partnerships or collaborative activities that have come about as a result of each *Campaign/Program*.
4. For each *Campaign/Program*, describe any challenges that the region has faced with implementing *Campaign/Program* activities. In addition, discuss any identified technical

assistance the region/*Campaign/Program* coordinator may need.

5. Highlight best practices and key successes for activities either outlined in the SOW or additional *Campaign/Program* developments (i.e. results of any evaluation activities, partnership developments, etc.). Provide any additional comments that are pertinent to the *Campaign/Program's* understanding of your accomplishments with respect to the satisfaction of the *RNN* contract objectives.

E. Biographical Sketches – Biographical Sketch forms (see Forms Section Attachment 9) will be required for any new Key Personnel staff hired in the reporting period.

F. Other Support Forms – Other Support Forms (see Forms Section, Attachment 10) will be required for any new Key Personnel hired in the reporting period.

G. Progress Report Attachments – Progress report attachments (i.e. copies of deliverables, meeting minutes, etc.) are only required to be submitted once a year, rather than semi-annually, with the Semi-Annual Progress Reports due October of each year as follows:

<u>Period</u>	<u>Due Date</u>
January 1, 2005 –September 30, 2005	10/31/2005
October 1, 2005 -September 30, 2006	10/31/2006
October 1, 2006 - September 30, 2007	10/31/2007

104. Progress Report Submittal

All Progress Report components are due electronically via email to the assigned CPNS Contract Manager. In addition, hard copies of all components, with the exception of the SAAR, will be due in triplicate to the following address as appropriate:

104. Progress Report Submittal (cont.)

Regular Mail:

(Assigned CPNS Contract Manager's name here)
California Department of Health Services
Cancer Prevention and Nutrition Section
Mail Station 7204
P.O. Box 997413
Sacramento, CA 95899-7413

Overnight Mail:

(Assigned CPNS Contract Manager's name here)
California Department of Health Services
Cancer Prevention and Nutrition Section
Mail Station 7204
1616 Capitol Avenue, Ste 74-516
Sacramento, CA 95814